

SAFETY INSPECTION CHECKLIST NOTES

| SAFETY CHECKLIST FOR UNIT COMMANDER/DIVISION CHIEF | |
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| NOTES | |
| 1. & 2. All unit safety officer/NCO's must be on current collateral duty orders. As soon as a safety officer/NCO leaves the unit, a person with 1 year retainability must be assigned on orders. | |
| 3. & 4. All unit areas should be inspected on a regular basis and formal safety inspection reports should be on file. | |
| 5. & 6. Violations should be corrected as soon as possible, usually on a "worst first" basis. Exception: violations not correctable by the unit, such as tagging a damaged ladder "out of service" etc. For violations not correctable by unit, engineer service calls/work orders must be initiated ASAP. Work orders should be routed through the Safety Division for assignment of a risk assessment code. | |
| 7. & 8. Safety meetings must be conducted on a regular basis and minutes kept on file. | |
| 9. Self explanatory. | |
| 10. Unit safety officer should scan all training plans for possible safety violations/situations, and report them to the commander. | |
| 11. - 15. & 18. A unit HAZCOM plan should be available in the unit files along with an inventory of all used/stored chemicals. Each chemical requires an Material Safety Data Sheet (MSDS). Personnel exposed to hazardous chemicals must attend a HAZCOM class, and records of attendance maintained. In some cases, medical monitoring must be done for chemical exposure as well as noise, and eye hazards. | |
| 16. Self explanatory. | |
| 17. Units that require their personnel to enter confined spaces must provide appropriate protective clothing and equipment (PPE) for the job, and ensure that they are being use properly. | |
| 18. PPE can only be used by personnel who have; a requirement to do so, have been trained and are medically cleared for use of the PPE. Personnel enter confined spaces IAW 29 CFR 1910.146. | |
| 20. All unit and assistant drivers must complete an Army Driver Improvement Program (ADIP) class every four years to continue operating a government vehicle. | |
| 21. Self explanatory. | |
| 22. Class "A" accidents: A fatality and/or one million dollars damage to Army and/or civilian property, or five or more persons admitted to the hospital in single accident (include "for observation" hospitalization). | |
| 23. See the Unit Safety Officer/NCO. | |

SAFETY INSPECTION CHECKLIST NOTES

| SAFETY INSPECTION CHECKLIST - OFFICE AREA | |
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| ADMINISTRATIVE AREA/CLASSROOM AREA | |
| NOTES | |
| 1. Safety meetings may be conducted weekly, monthly, or quarterly. This is often done in conjunction with other meetings. | |
| 3. Safety talks should include job safety as well as other safety subjects. | |
| 4. Ensure pinch points at belts/pulleys are guarded on equipment. | |
| 5. Heavy materials filed in top drawers only leaves the cabinet top heavy and susceptible to tipping. | |
| 7. No temporary or permanent storage in aisles. | |
| 8. Front wired electrical attachment plugs or plugs with exposed metal parts are no longer allowed. | |
| 9. Electrical extension cords will not be used in lieu of permanent wiring. Multiple outlet units equipped with a circuit breaker and/or surge protectors will be plugged directly into an electrical outlet. | |
| 10. Fan blade guards will not have openings greater than 1/2 inch allowed, except those fans placed higher than 7 feet above the floor or walkway. | |
| 12. If in doubt, contact Prevention Medicine Services. | |
| 13. Office furniture may need to be rearranged to ensure extension cords do not have to be used. | |
| 14. This can be checked by Directorate of Engineering and Housing (DEH) electricians. | |
| 15. This is not allowed by OSHA and the National Electrical Code. | |
| 16. All exist ways, exits must be properly marked. Blocked doors must be marked on both sides "BLOCKED". | |
| 18. All flammables must be stored in an approved flammable storage cabinet. Only the daily working supply may be in evidence outside the storage cabinet. | |

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| SAFETY INSPECTION CHECKLIST - BARRACKS AREA | |
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| NOTES | |
| 1. Fire doors must swing in the direction of travel to the nearest exit. | |
| 2. Exit way and exits must be clearly marked. | |
| 4. & 5. Hallways and stairwells must be kept clear of obstructions, so that emergency evacuation of personnel will not be hindered. Emergency lighting units must be in good working order to light hallways and stairwells during emergency evacuation. | |
| 7. If smoke/heat detectors are damaged contact DEH work order desk. | |
| 8. This applies to personal property as well as government owned appliances. Microwave ovens, popcorn machines, coffee pots, etc. | |
| 10. Shatterproof shields are required, to prevent bulbs from exploding if splashed with water. | |
| 12. If GFCIs have not been installed submit a work order to DEH. | |
| 15. Water and other liquid spills must be cleaned up as soon as possible to preclude slips and falls, plus damage to the floor or carpet. | |
| 16. Wax applied to floors must not produce a slippery surface. | |
| 17. Washers should be plugged into an outlet connected to a GFCI. Cheater plugs will not be used nor will a male attachment plug that has the grounding lug missing. | |

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| SAFETY INSPECTION CHECKLIST - SHOPS AREA | |
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| NOTES | |
| 1. & 2. Are guards original or local manufactured. Caution must be exercised, if the guards were manufacture on site. In some cases, guards added later may not furnish the same protection as the original. | |
| 3. Look for tool marks on holding screws or bolts. | |
| 5. An anti-start switch must be installed to prevent machines from restarting automatically when power has been restored | |
| 6. Hand tools must be maintained in good condition. | |
| 10. Some metal cutting operations require special fire extinguishers. Check with the FH Fire Inspector if in doubt. | |
| 13. When air system are utilized for the purpose of cleaning tools, shop equipment, machinery, etc., the air pressure must be regulated at 30 PSI or lower and the air hose must be equipped with an OSHA approved air nozzle. The area must be clear of personnel not involved in cleaning and the person or persons involved in the cleaning must wear eye protection | |

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| SAFETY INSPECTION CHECKLIST - WAREHOUSE AREA | |
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| NOTES | |
| 1. All aisles are to be free of stackable materials. Aisle markings must be clear and adhered to. | |
| 2. No stack is to be higher than recommended and in no case will stacks be unstable. | |
| 5. All doors that are blocked are to be marked "BLOCKED" on both sides. | |
| 6. Stacked materials are to be 18 inches below light fixtures and 36 inches below (on an even plane) heaters and sprinkler heads. | |
| 7. Fire extinguishers will not be blocked at any time. Each extinguisher location will be marked with a sign if the unit is not easily visible. | |
| 8. All flammables must be stored in a proper flammable storage cabinet. Only enough materials for a days use may be exposed in the work area. | |
| 9. Electrical extension cords will not be used in lieu of permanent wiring. Multiple outlet units equipped with circuit breakers/surge protectors will be attached directly into a wall outlet. | |
| 10. No blade guard opening greater than 1/2 inch allowed except those fans higher than 7 feet above the floor. | |
| 11. Forklift trucks used inside buildings should be of the electric or propane powered type. If gasoline powered trucks are used, adequate ventilation must be maintained. | |
| 12. All forklift trucks should be equipped with rollover protective structure (ROPS), protection against falling objects. If seatbelts are installed they must be used. | |
| 13. Walking/working surfaces should be kept clear of obstructions. | |
| 14. Ensure trash containers are emptied daily. | |
| 15. Smoking materials shall be disposed only into containers dedicated for that purpose. | |

SAFETY INSPECTION CHECKLIST NOTES

| SAFETY INSPECTION CHECKLIST - MOTORPOOL AREA | |
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| 1. Exhaust tubes must be on vehicle's exhaust pipes when engines are running. | |
| 2. Protective equipment includes, but is not limited to, goggles, face shields, gloves, and safety shoes, when required. | |
| 3. Water or chemical spills must be cleaned up immediately and dispose of in an approved manner. | |
| 5. Lubrication pits are susceptible to the collection of grease and other spills. Generally, the easiest way is to clean the pit after each use. | |
| 6. Oily rags or wipes must be kept in a dedicated, closed metal container marked "Dirty Rags". | |
| 7. Only a daily use supply of flammable may be in evidence. All other flammable materials must be stored in an approval flammable storage cabinet. | |
| 8. Inflation of split rim truck tires without the use of a metal tire cage is forbidden. | |
| 10. Jack stands and lifting devices must be inspected IAW TB 43-0142. | |
| 11. Inspect wire rope, cables, chains, and hooks IAW TB 43-0142. | |
| 12. Flammable liquids will not be used for parts cleaning. | |
| 13. In case of a fire the fusible link will melt and the lid of the parts cleaner will automatically close. | |
| 14. Steam clean the tank (inside and out) fill with water then braze or welding. | |
| 15. When equipment is being cleaned with air the maximum pressure must not be higher than 30 PSI. The air nozzle must be OSHA approved. Personnel performing the cleaning must wear the required personal protective equipment. The area must be cleared of unnecessary personnel. | |

SAFETY INSPECTION CHECKLIST NOTES

| SAFETY INSPECTION CHECKLISTS - Instructions | |
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| 1. Select the appropriate checklist(s) for the area to be inspected. More than one may apply. If so, use as many as required. | |
| 2. Using the checklists, check off each item as it appears. It may be helpful to make an initial walk-through before the actual inspection, or keep keep notes during the inspection, and fill in the checklist later. If you find a violation, note it on the list. If it is not noted, it will never fixed. There is no advantage to exposing personnel to unsafe conditions because the checklist was not properly completed. If a hazard can be and is corrected on the spot, do so and do not include it on the report. | |
| 3. Use the Facility Risk Management Work Sheet to make a risk assessment of each violation. The assessment should be based on the type of violation, your knowledge of the area, the mission, the work being performed, and the personnel doing the job. Risk assessments are value judgments and each person might make a different risk assessment for each violation. Risk assessments are the inspector's, opinion, based on his/her knowledge. | |
| 4. Continuation sheets may be necessary for violations (or suspected violations) not covered by the checklists. There may be times that a process or a situation "just doesn't look right" to you. If you suspect a possible safety violation, but are a loss to find it on your list of violations, call the Safety Division for help.* | |
| 5. For each hazard found there should be a matching risk assessment. Those hazards the inspector honestly feels are a risk assessment code (RAC) (1) or (2) must be abated in some manner. Contact the Safety Division for assistance in posting, or abating these hazards. Unit commanders may, at their discretion, accept the risk. | |